JOB OPPORTUNITY

STATE OF CALIFORNIA
CALIFORNIA TRADE AND COMMERCE AGENCY
Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

CLASSIFICATION: Associate Governmental Program Analyst (P/FT) **DATE:** August 14, 2000
Salary Range: $3,764- $4,576

LOCATION: Marketing and Communications

FILING DEADLINE: Until Filled

JOB DUTIES: Under the general direction of the Staff Services Manager I, this position will perform the following duties:

- **Web and Graphics Support for Trade and Commerce -** Responsible for graphics support and development of marketing media in support of the Agency including: Small Business, TeamCalifornia and TeamCalifornia Online Community, Main Street, Enterprise Zones, CEDAR, and International Trade and Investment. Work with Program and Information Technology staff on multiple levels to implement the new site.
- **Design –** Create new and modify existing content to reflect new design elements including: navigation, ancillary graphics, charts, marketing brochures, etc. Revise and edit HTML scripting. Complete minimal database programming to support dynamic content (calendar info, etc.).
- **Maintenance –** Review web server logs to identify traffic patterns and marketing trends. Review web content of Tourism web server for outdated or incorrect data. Test new or revised web site pages. Develop creative new pages and graphics. Interact with programs/offices involved in web projects.
- **Staff Training and Support –** Coordinating content developers. Interact with TCA web customers to help target web site to meet their needs. Coordinate with staff regarding new content for web site. Ensure compliance with W3C Accessibility Guidelines.

MINIMUM QUALIFICATIONS:
- Knowledge and understanding of graphic design tools (i.e; Photoshop, Illustrator and Pagemaker), web servers, database servers, and applications servers as they apply to the web.
- Knowledge of web/application development tools, middleware, and backend database, operating systems, and systems analysis and design techniques (systems development life cycle);
- Excellent communication skills, ability to work with all levels of staff; and
- Capable of handling multiple assignments.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Mitch Garbutt   Phone: (916) 322-3404

PLEASE SUBMIT YOUR APPLICATION TO:
California Trade and Commerce Agency
Marketing and Communications
801 K Street, Suite 1900
Sacramento, CA 95814
Attention: Mitch Garbutt
RPA #00-207